

EMORANDUM FOR All Employees

SUBJECT: Temporary Assignment as Interdisciplinary (Contract Administration), YD-02 (formerly GS-13), Engineering and Construction Division, Construction Branch (EC-C), Rock Island, IL

1. Purpose. The purpose of this memorandum is to announce the opportunity for one or more temporary assignments up to 180 days to the Interdisciplinary (Contract Administration technical), YD-02, position in EC-C, and to solicit applications from available and qualified candidates.

2. Classification. This position is classified as Civil Engineer, YD-0810; Mechanical Engineer, YD-0830; General Engineer, YD-0801; Electrical Engineer, YD-0850; Environmental Engineer, YD-0819; Architect, YD-0808.

3. Reason. Due to the fact that the current employee has accepted a position in another District, this opportunity will be used to temporarily fill the position until it can be filled on a permanent basis.

4. Applicability. This temporary assignment is open to all permanent employees within the US Army Corps of Engineers. To be eligible for temporary assignment, employees must meet the education requirement for the applicable series; and possess one year of qualifying specialized experience at the next lower pay band or equivalent, under the GS or other pay systems.

5. Statement of Duties and Responsibilities. Responsible for direction and performance of activities involving primarily office engineering work utilizing Resident Management System (RMS) as required for Construction Branch surveillance and supervision of contract construction activities at various geographically dispersed sites. Work includes, but is not limited to, preparation and processing of records of negotiations, pre-negotiation objective memorandums, price negotiation memorandums regarding contract modifications and claims and reviewing estimates for field change orders; negotiating price adjustments; reviewing claims and appeals and making technical recommendations; processing contractor plans of operation and shop drawings, preparing correspondence; conducting pre-award surveys for construction contracts; and providing advice and guidance to Area Engineers on all aspects of construction contract administration. Work may also include technical review of proposed construction contract documents for ITR and BCOE reviews.

6. Period of Assignment. The assignment is for a period NTE 180 days, to begin on or after 12 October 2008. In the event that the employee's services are needed for a longer or shorter period of time (more than 180 days or less than 180 days), the temporary assignment will be adjusted accordingly.

7. Selection Criteria. Selection of the best-qualified candidate will be based on information provided by the candidates under the application procedures paragraph.

8. Application Procedures: Submit 2 complete sets to include: Resume and copies of your last two performance appraisals. (One set will be retained by the CPAC, the other provided to the supervisor.) Application packages may be sent to CEMVR-PC-C, Amy Belman no later than 24 September 2008. Mailing address: US Army Corps of Engineers, Rock Island, ATTN: PC-C, Clock Tower Bldg., PO Box 2004, Rock Island, IL 61204-2004. E-mail address: Amy.L.Belman@usace.army.mil. Please specify that you are applying for the temporary position in EC-C. If you have been assigned to a higher graded position within the last 12 months either on a temporary promotion or detail, please indicate that on your resume. Note: Permission of employee's current supervisor will be required, if selected.

9. Funding: Engineering and Construction Division will pay TDY expenses for assignment to this position.

10. Evaluation Process. A panel will review application packages and make the selection. Interviews will be optional at the discretion of the panel.

11. Point-of-Contact. Amy Belman, Civilian Personnel Advisory Center, (309) 794-5314.

Equal Employment Opportunity: All candidates will be given consideration on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliations, marital status, sex, physical handicap, age, or national origin.